

STANDING ORDER 5: ROLE AND RESPONSIBILITIES OF THE EXECUTIVE SECRETARY

Last Revised in 2018

General Norms 25) The Executive Council maintains a Secretariat for carrying out its policies and decisions.

General Norms 26) The Executive Secretary is appointed by the Executive Council, which determines the rights and responsibilities of the office.

A. THE ROLE OF THE WORLD SECRETARIAT

The role of the World Secretariat¹ is to stand as the official institutional structure of the Christian Life Community, and to be a support structure for the World Executive Council² and the members of the world community.

As an official institutional structure, it is identified as the official headquarters of the Christian Life Community- the association recognized by the Dicastery for Laity, Family and Life. It maintains a juridical identity recognized by the Italian state, and functions as a non-profit entity for the purpose of engaging with other institutions. In the same light, the Secretariat is also the official link of the World Executive Council with international groups and associations.

As a support structure, 1) it supports the World Executive Council in its fulfillment of its executive and co-discerning role in the world community, based on General Norms 25 and 2) it supports the national communities by attending to emergent needs, as well as and performing the executive components for tending to membership.

The CLC World Secretariat is led by the Executive Secretary who is an appointed member of the World ExCo. Her/his main task is to ensure that the Secretariat is able to perform its roles in accordance with the expectations defined by the World Executive Council.

B. MAIN RESPONSIBILITIES OF THE EXECUTIVE SECRETARY

- The Executive Secretary is primarily responsible for the planning and management of the World Secretariat functions (enumerated in the sections below). Together with the rest of the World Executive Council, the Executive Secretary needs to be able to ensure the responsiveness of its functions as mandated by the ExCo; s/he also needs to ensure the evaluation of its functions and performance.
- The Executive Secretary maintains consistent communication with the President and the other members of Executive Council. A brief annual report summarizing its main activities and self-evaluation of its performance is prepared for the rest of the ExCo.
- The Executive Secretary manages the preparation of World ExCo meetings, and ensures the proper coordination of the World Assembly, together with the host team.
- The Executive Secretary manages the collaboration between the secretariat staff, including planning and task delegation in order to ensure that its responsibilities and functions are undertaken effectively.
- The Executive Secretary is responsible for the relationship with the curia of the Society of Jesus, working in close collaboration with the Vice Ecclesiastical Assistant.
- S/he is responsible for the relationship with the Dicastery for the Laity, Family and Life.

¹ Also referred to in this document as the "Secretariat"

² Also referred to in this document as the "World ExCo" or "ExCo"

- S/he is responsible for representing CLC in Church events, in accordance with ExCo directions and decisions.
- The Executive Secretary is also the official link of the ExCo with international associations or groups, as mandated by the ExCo.

In order to fulfill its role as an institution and support structure, the Executive Secretary needs to manage various functions within the World Secretariat. They are 1) Communications, 2) Knowledge Management, 3) Financial Management, 4) Office Administration and 5) Personnel Growth.

1. COMMUNICATIONS

The Executive Secretary:

- Operationalizes and improves, through the World Secretariat, the communication strategy (internal and external) established by the World ExCo.
- Manages a proper language support process/ mechanism that enables the ExCo and the Secretariat to communicate in the three official languages (English, Spanish, French) of the Christian Life Community
- Utilizes the following mechanisms and instruments to enable the communication function of the Secretariat:
 - a. PROGRESSIO
 - Acts as the managing editor of Progressio (Magazine and Supplement), the main publication of the Christian Life Community. Ensures that the planning, content collection, and publication process is performed according to quality standards (for content, process, timeliness,) set in the Progressio Publication Manual.
 - b. PROJECTS
 - Coordinates the publication and dissemination of Projects, the link between the ExCo and the CLC National Communities, according to plans set during the annual ExCo Meeting
 - c. CVX-CLC WEBSITE & OTHER MEDIA
 - Ensures the proper planning, development and management of the website, and other media (e.g. Facebook etc) in accordance with the ExCo communication strategy; this includes content supervision, and updates.
 - Ensures the constant functionality and maintenance of the CVX-CLC Website
 - d. CORRESPONDENCE AND CONFERENCING
 - Facilitates communication within the World ExCo, working in close collaboration with the President, Secretary and other officers. This may include setting agendas, meetings following-up issues, sending reminders, providing information, etc.
 - Is responsible for timely and good flow of information from World ExCo to National ExCos and communities. Receives and sends official correspondence, newsletters and other communication

2. KNOWLEDGE MANAGEMENT

The Executive Secretary:

- Operationalizes and improves, through the World Secretariat, the knowledge management mechanisms and processes.

- Ensures the effective use, organization and processing of data and information collected by the Secretariat to perform its general institutional role as well as its support role for the World ExCo (e.g. co-discernment with the world community) and the World Community (e.g. care for member communities)
- Manages the following interrelated repositories of CLC knowledge:
 - a. SECRETARIAT FILES & DOCUMENTS
 - Ensures the collection and maintenance of files for record-keeping, production of reference materials and tools and templates, for both historical and practical (functional needs-based) purposes.
 - b. ADMINISTRATIVE DATABASES
 - Ensures maintenance and updating of the Secretariat databases: National Community Profiles, National Executive Council Directories, Finance Databases, and the Progressio Databases.
 - c. ARCHIVES
 - Stewards the Christian Life Community archives and ensures preservation, protection, and organization of historical materials of the CLC.

3. FINANCIAL MANAGEMENT

The Executive Secretary:

- Ensures that the financial movements and transactions are consistent with the overall directions of the World Assembly and the World ExCo
- Ensures accountability and transparency in the management of the World CLC finances
 - Prepares the annual budget for approval during the annual ExCo meeting;
 - Ensures good accounting procedures; presents the balance sheet, statistics of income and expenses, and main ledgers, of the previous year during the annual ExCo meeting
 - Works closely with the ExCo member assigned for finance; works with a team of professionals, whenever necessary
 - Corresponds regularly with national communities regarding financial issues, particularly regarding their annual dues and timely payment
- Manages the following areas:
 - a. ASSET – JOSEE GSELL HOUSE
 - Ensures that house insurance is up to date
 - Ensures the upkeep and maintenance of the Josee Gsell House
 - b. FUNDS AND RESERVES
 - Supervises other funds such as Formation Fund, Solidarity Fund (Assembly Fund), Apostolic Fund, and works toward supporting and expanding them through donors or other sources of income.
 - Ensures that all funds and reserves maintain a healthy balance

4. OFFICE ADMINISTRATION

The Executive Secretary:

- Officially represents CLC in its juridical capacity, in its relationships with institutions and individuals (e.g. bank accounts, the Jesuit Economato, service providers, etc.)

- Hires or co-opts individuals / groups for the purpose of ensuring the proper functioning of the Secretariat (e.g. technical IT assistance, accountant, translators, cleaners); ensures that all requirements for such arrangements are met (e.g. given Italian laws, voluntary arrangements, stipends, etc)
- Ensures the proper upkeep and maintenance of the office's internal physical environment
- Ensures that hardware, equipment, and software within the World secretariat are well maintained and updated according to office work requirements

5. PERSONNEL GROWTH

The Executive Secretary is responsible for ensuring that the Secretariat staff are cared for in a manner that promotes continued growth and wellness, in accordance with the values of CLC. As such, S/he:

- Explores and encourages common activities with the team
- Reviews salaries, health support, general staff wellness
- Provides space for conversations about growth and development; explores and supports possible avenues to for personnel development (e.g. spiritual, competencies that support work, etc.)
- Ensures proper transition between Executive Secretaries

C. QUALIFICATION AND EXPERIENCE REQUIRED³

CLC QUALIFICATIONS

1. Commitment to CLC as a life vocation and identification with the General Principles and a personal life style that is consistent with the GP.
2. A sound CLC formation which includes:
 - a. having an experience of the complete Spiritual Exercises,
 - b. a good knowledge of scripture and of the Church's teachings,
 - c. understanding group processes, communal discernment and sending in mission,
 - d. experience of leadership and formation in the National CLC or in the ecclesial, professional or civic field
3. Maintains a positive relationship with his/her own National Community, the Church and with the Society of Jesus

COMPETENCIES

1. Organization Management
 - a. Can translate broad directions and strategies into component projects and tasks
 - b. Able to conceive and contextualize of work on an institutional level (e.g. World CLC level)

³ National Communities may nominate people for this position according to the profile and job description given below. We know that it is difficult to find a person who accomplishes all the desired features, but we prefer to be exhaustive in the description. It is enough to have some of these characteristics, with an awareness of the areas in which the person will need more support.

- c. Possesses adequate capacities for planning, managing and evaluating on an organizational level
- 2. Communications and Knowledge Management
 - a. Familiar with different steps in publication; editorial capabilities are present
 - b. Able to use various office work platforms (PC and cloud-based): word processing, database, spreadsheets
 - c. Able to use various communications platforms (email, online conferencing applications, websites)
- 3. Finance & Office Administration
 - a. Able to plan, set & delegate tasks, and support staff work
 - b. Possesses basic finance skills (i.e. budgeting, accounting)
 - c. Capacity to work with service providers
 - d. Able to organize and coordinate events
 - e. Capacity to write official reports; able to document processes for future reference
- 4. Institutional Relationships and Rapport Building
 - a. Able to establish rapport and relationships with members of National Executive Councils and members of national communities
 - b. Able to seek support and establish collaborative relationships with diverse individuals, groups and teams within and outside CLC
 - c. Able to work in a in an international and multi-cultural environment with sensitivity
- 5. Language
 - a. Able to work effectively in the English language.
 - b. A functional level of competence in the other official languages (Spanish or French) will be an asset
- 6. Personal
 - a. Can devise ways and means for working with limited resources creatively
 - b. Readiness and ability to adjust and manage steep learning curves, changes and major lifestyle changes
 - c. Readiness to commit him/herself for a period of at least five (5) years

D. REGULATION, ACCOUNTABILITY AND COMPENSATION

1. The Executive Secretary reports directly to the World Executive Council
2. Works closely with the World CLC President for regular briefings and decisions
3. Good communication and team work with the Vice Ecclesiastical Assistant is indispensable.
4. A basic local salary is offered. The salary is adjusted every year according to Italian law
5. Appointment is initially for five years. A process of evaluation is undertaken annually. The World ExCo may decide to finish the agreement prior to the end of the term. In such cases, an eight-month notice is given.